



***South Worcester County Communications Center  
Webster, MA***

***Board of Director  
Minutes***

for  
**August 12, 2014**  
Prepared by:

***CDRMaguire Inc.  
Andrew Pellegrini***

Issued:  
***August 18, 2014***  
**Next Meeting: Tuesday August 26, 2014 @ 10:00-11:30am Webster Town Hall**

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***Bold Italic names were in attendance.***

SWCCC Board of Directors Meeting

August 12, 2014

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Date	Description	Responsible	Required By	Status
<b>General Business</b>				
081214.01	<b><u>Ms. Keefe</u></b> called the meeting to order at <b><u>10:03AM</u></b> The items below represent the discussion and actions taken by the Board of Directors at this meeting. All in favor to adjourn. <b><u>11:33AM.</u></b>			<b><i>Info</i></b>
081214.02	<b><i>Table the meeting minutes from <u>July 1, 15, &amp; 31, 2014</u> .</i></b>			<b>Record</b>
081214.03	The next meeting will be as follows, <b><i>Tuesday August 26, 2014 @ 10-11:30am</i></b>			<b><i>Info</i></b>
011513.03	Operations Committee is working on protocol and procedural guidelines for Police\Fire\EMS dispatching. The Op's discussed the idea of beginning the transition sooner <b>than</b> the anticipated <b>start</b> date and ideas for getting the various personnel to meet and get to know each other and the respective Towns. Further Conversation to follow.  5/8/14 Tabled until the Director is hired.  7-1-14 Dispatch Director is developing and will report back to the BOD. Greg Lynskey submitted a Cross-Training outline to the BOD and Greg continues to communicate with the Webster & Dudley dispatchers.  7-15-14 Greg Lynskey is in the process of planning 2 (4hr) training sessions for the Webster & Dudley Dispatchers.  <b>8-12-14 Two part-time Dudley Dispatchers have spoke with Greg L. and they will be doing (1) 4hr Training. Greg L. working with Nashoba on similar Policies and Procedures.</b>			Ongoing
021214.08	Seniority criteria will be discussed at the Operations group and presented at a future BoD meeting.  3/6/14 It was agreed this would be tabled until a later BoD meeting.	Ops		Ongoing
040814.07	Mr. McAuliffe to meet with SEIU 4/10/14. Mr. McAuliffe. to report the outcome at the next BoD meeting.  4/22/14 Mr. McAuliffe is waiting on a call back from Koppelman & Paige.  5/8/14 Need a separate meeting for this item.  5-28-14 Executive Session was held on 5-14-14 to discuss this item. Mr. McAuliffe to continue talks w/ SCIU as the decision makers are on vacation.	Mr. McAuliffe	5/6/14	Open

	<p>6-18-14 Meeting is scheduled for this Friday w/ Steve D.</p> <p>7-1-14 Mr. McAuliffe met with Steve D. Mr. McAuliffe to send contract language to the Dudley Selectmen and new Dudley Town Administrator. The IMA needs to be updated w/ Webster as the Fiduciary.</p> <p>7-15-14: Mr. McAuliffe continues to meet with SEIU.</p> <p><b>8-12-14 Greg B. to confirm what paperwork was sent to the Dudley Dispatchers.</b></p>			
<b>BUDGET</b>				
<b>081214.01</b>	<b>Eaton/ Wrightline Dispatch Furniture supplier has been paid the remaining \$8,722.85 of the original contract. Eaton has been paid complete the original contract value of \$59,975.99.</b>			<b>Record</b>
<b>081214.02</b>	<b>Greg L. submitted an Operating Budget where \$484,202 has been budgeted, but \$520,890 is needed. The discrepancy is mainly Part-Time Labor.</b>	Greg L.		<b>Ongoing</b>
<b>042214.01</b>	<p>Equipment for Dudley Station Procurement needs to start. Chief Budrow to bring quotes to the next meeting.</p> <p>5/8/14 Chief Budrow awaiting the State response for the FY15 Grant and would prefer to wait until then or the end of May to direct American Alarm to do work in Dudley. A meeting was held with CDR Maguire, American Alarm, Chief Budrow and Chief Wojnar and American Alarm needs about 2 weeks to do Dudley work, target for a start date would be end of June which is on American Alarm's Radar.</p> <p>5-28-14 Still do not have a response from State 911 on the FY15 Grant.</p> <p>6-18-14 Same as above.</p> <p>7-1-14 Same as above.</p> <p>7-15-14 <u>Motion by Mr. McAuliffe</u> for Pam R. and Andrew P. to issue Budget Modifications to State 911 for more Dispatch Director funds that are due to run out any day now and for American Alarm to proceed with work in Dudley prior to the next BOD meeting on 7-31-14. The motion was <u>seconded by Mr. Joseph</u>.</p> <p><u>Discussion: None</u></p> <p><u>Vote: Unanimous to approve</u></p> <p><b>8-12-14 Dispatch Director funds were included in the approved FY15 Grant. American Alarm has been issued a PO to proceed with Dudley work.</b></p>			<b>Closed</b>

<b>042214.02</b>	<p>The BoD is tracking an end of May Response from State 911 on the FY15 Grant Application.</p> <p>5/8/14 BOD still awaiting Response from State 911.</p> <p>5-28-14 BOD still awaiting Response from State 911.</p> <p>6-18-14 Same as above.</p> <p>7-1-14 Same as above.</p> <p>7-15-14 Same as above.</p> <p><b>8-12-14 State 911 has approved \$664,553.68 of funding for the FY15 Grant.</b></p>			<b>Closed</b>
<b>042214.03</b>	<p>It was discussed that a technology consultant is needed to review systems, policies and procedures, etc. Mr. Joseph suggested a Not to Exceed amount of \$9,999 to be approved.</p> <p><i>Motion to approve the allocation of funds was made by <u>Mr. Joseph</u></i></p> <p><i>Seconded by <u>Mr. McAuliffe</u></i></p> <p><i>Discussion: <u>None</u></i></p> <p><i>Vote: <u>Unanimous to approve.</u></i></p> <p>5/8/14 Chief Budrow is concerned with the overall funding and is confident that when the Director is appointed in June or July that he/she will be able to cover these responsibilities.</p> <p>5-28-14 See above.</p> <p>6-18-14 Same see above.</p> <p>7-1-14 Greg Lynskey to look into.</p> <p>7-15-14 Greg Lynskey received a quote from RCC in the amount of \$2,750 for a one day review of the SWCCC systems. Greg to verify scope w/ RCC.</p> <p><b>8-12-14 Greg L. waiting on quote from IXP.</b></p>	Greg Lynskey	5/6/14	<b>Open</b>
<b>061814.01</b>	<p>Roughly \$400,000 has been spent to date for the SWCCC. Pam review what has been spent to date and report back at the next meeting to the BOD's.</p> <p>7-1-14 Pam working with Andrew P. from CDRM to reconcile the budget.</p> <p>7-15-14 <i>Motion by <u>Mr. Joseph</u></i> to accept the "Draft" accounting document dated 7-15-14 which shows a FY14 Grant balance of \$350,082.71. The motion was <i><u>seconded by Mr. McAuliffe.</u></i></p> <p><i>Discussion: <u>None</u></i></p> <p><i>Vote: <u>Unanimous to approve</u></i></p> <p><i>Motion by <u>Mr. Joseph</u></i> that Andrew P. and Pam R. report back to the BOD a final accounting document on 7-31-14.</p>			<b>Closed</b>

	<p>The motion was <i>seconded by Mr. McAuliffe</i>.  <i>Discussion: None</i>  <i>Vote: Unanimous to approve</i></p> <p><b>8-12-14 Pam and Andrew P. have reconciled the FY14 Budget. \$279,792 of monies not committed and Budget Mod. for \$31,142 is in with State 911 to be reimbursed for construction technology and wiring.</b></p>			
<b>061814.03</b>	<p>Greg Roberts informed the BOD that Comcast has bought Charter. The Comcast Fiber contract on the table would be for 36 months. \$1,000/mo. For the Webster PD and \$1,600/mo. for Fiber to Dudley. Comcast is willing to pick-up the construction costs if this contract is agreed to. BOD's to discuss at the next meeting.</p> <p>7-1-14 Charter will be forwarding the contract today to Greg R. and a meeting will take place next Tuesday 7-8-14 to discuss construction schedule, etc.</p> <p>7-15-14 Charter to submit construction plan for Fiber to Dudley on 7-17-14.  <i>Motion by Mr. Joseph</i> for Mr. McAuliffe to sign the contract/ agreement with Charter on behalf of the SWCCC BOD's. The motion was <i>seconded by Ms. Keefe</i>.  <i>Discussion: None</i>  <i>Vote: Unanimous to approve</i></p> <p><b>8-12-14 Charter released paperwork to their construction dept. last Thursday. Still do not have a definite date as of today.</b></p>	Greg Roberts		<b>Open</b>
<b>SCHEDULE</b>				
<b>042214.01</b>	<p>CDRM notified the BoD that there could be an issue with Verizon getting phones into the Building by 7/15/14. BoD and CDRM to investigate and try to speed the process up.</p> <p>5/8/14 Verizon has been issued all there required PO's and is scheduled to tie-in conduit at the corner of Main/ Fredrick's St. the week of May 26. Verizon seems to be cooperating as multiple site visits from Verizon personnel have been taking place.</p> <p>5-28-14 Verizon has tied conduits from Frederick St. to the new hand box, however it is old wooden conduit in Frederick St and Verizon is investigating whether or not they will have to dig to the manhole in Main St.</p> <p>6-18-14 Verizon will be onsite sometime next week as it has been determined that they will have to excavate to the manhole in Main St.</p> <p>7-1-14 Verizon has been onsite trenching back to the manhole in front of the Post Office.</p> <p>7-15-14 Verizon has completed the underground conduit to</p>	Verizon	5/6/14	<b>Open</b>

	the new infrastructure of the Webster Police Building. Next is the Verizon line crew.			
	<b>8-12-14 Verizon line and splice crew are complete. 6 live lines are punched down into the building.</b>			
<b>CONSTRUCTION</b>				
<b>061814.01</b>	<p>Chief Budrow informed the BOD that the new Police Department opening date is looking like 8-15-14 and Dispatch “Go Live” date 9-1-14 due to project delays Wall Design and the Handicap Jail Cell Design).</p> <p>7-15-14 The “Go Live” date of the Webster Police and the SWCCC Dispatch is looking more like September 2014 as of today.</p> <p><b>8-12-14 The Webster Police are scheduled with E911 for a cut over date of September 10, 2014. Dudley to join SWCCC hopefully by the end of September.</b></p>			Ongoing
<b>061814.02</b>	<p>The Tower is complete with all cable leads into the building. Motorola racks are installed and powered. American Alarm installing cameras through-out the building. OA cored holes in the dispatch consoles and Mello and Verizon E911 are wiring the consoles. Motorola/ Cybercomm will be back on-site soon to wire consoles.</p> <p>7-1-14 The bulk of the dispatch construction is complete. Waiting on Verizon &amp; Charter to tie-in to the Building. Motorola training is still on for 8-18-14. The Police/Fire primary Dudley phone number will be directed to the SWCCC Dispatch Center when the center is up and running.</p> <p>7-15-14 Same as above.</p> <p><b>8-12-14 Motorola training still on for 8-19,20,21 of 2014.</b></p>			Ongoing
<b>070114.01</b>	<p>Dudley is still working with an older technology monitoring system. Webster does not use this system anymore. The SWCCC Dispatch will have to tie into Dudley’s older system if possible. Board of Operations to investigate.</p> <p>7-15-14 Greg Lynskey received a quote from LW Bills to tie the Dudley Fire monitoring system into the SWCCC Dispatch for around \$150K. Board of Operations to continue to explore other options.</p> <p><b>8-12-14 Board of Operations still investigating.</b></p>	Board of Ops	ASAP	Ongoing